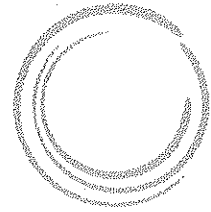


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CAPE COD  
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**Minutes**  
**Meeting of**  
**Cape Cod Commission**

June 20, 2013

The meeting was convened at 3:00 p.m., and the Roll Call was recorded as follows:

Town	Member	Present
Barnstable	Royden Richardson	Absent
Bourne	Michael Blanton	Absent
Brewster	Elizabeth Taylor	✓
Chatham	Vacant	Vacant
Dennis	Richard Roy	✓
Eastham	Joy Brookshire	✓
Falmouth	Andrew Putnam	✓
Harwich	Jacqueline Etsten	✓
Mashpee	Ernest Virgilio	Absent
Orleans	Leonard Short	✓
Provincetown	Austin Knight	✓
Sandwich	Vacant	Vacant
Truro	Vacant	Vacant
Wellfleet	Roger Putnam	✓
Yarmouth	John McCormack, Jr.	✓
County Commissioner	Mary Pat Flynn	✓ (left meeting at 3:45 pm)
Minority Representative	John Harris	✓
Native American Rep.	Vacant	Vacant
Governor's Appointee	Vacant	Vacant

The meeting of the Cape Cod Commission was called to order on Thursday, June 20, 2013 at 3:05 p.m. in the Assembly of Delegates Chambers in Barnstable, MA. Roll was called and a quorum established.

■ **SUMMARY OF ACTIONS TAKEN/VOTES:**

**Comprehensive Economic Development Strategy (CEDS) Annual Report**

PowerPoint slide presentation on the CEDS Annual Report. The Commission voted unanimously to approve the annual report for conveyance to the U.S. Economic Development Administration.

**Area-wide 208 Water Quality Management Plan Update**

PowerPoint slide presentation and update on the 208 Water Quality Management Plan process.

**Other Business**

Chair John Harris as the outgoing Chair thanked CCC members and staff. Jack McCormack as the incoming Chair thanked Mr. Harris for his service as Commission Chair for the past year.

■ **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Paul Niedzwiecki said a lot of focus has been on wastewater and the 208 Plan. He said outreach efforts involve collaboration with Emerson College on the Community PlanIt game. He said the first game will begin on July 22<sup>nd</sup> and the stakeholder sub-regional meetings will begin the first week in July. Mr. Niedzwiecki said he gave a 208 Plan update to the Barnstable County Commissioners and the Cape Cod Water Protection Collaborative.

■ **MINUTES**

The minutes of the May 23, 2013 Commission meeting were reviewed. Len Short moved to approve the minutes. Jack McCormack seconded the motion.

Harwich Representative Jacqueline Etsten noted that the May 23, 2013 meeting attendance sheet shows her as being absent and asked that it be corrected to say pending as she had not been notified of her appointment by the town.

A vote called on the motion to approve the minutes with the noted correction passed with two abstentions.

■ **COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) ANNUAL REPORT**

Leslie Richardson, Economic Development Officer at the Commission, with the use of PowerPoint slides provided an overview of the regional economy and highlighted benchmarks that look at the Cape's economy--growth in population, the median age, real gross regional product, current employment, sole proprietors, nominal and real average wage, and STATS Cape Cod. She said there has been no change to the Vision and Goals in the Annual Report and said the Vision and Goals align with the Commission's Regional Policy Plan (RPP). She said the first goal is to preserve and enhance our environment; the second goal is to create a balanced and diverse economy and the third goal is to create regional income growth. Ms. Richardson outlined the CEDS work plan accomplishments as the Falmouth RESET (Regional Economic Strategy Executive Team) project which involved site analysis, technical assistance, and conceptual site planning; and the Barnstable RESET project which involves land use analysis, regulatory recommendations, and conceptual site planning. She described the map-based program on the STATS Cape Cod website and showed a systems model as part of the 208 Water Quality Management Plan. She provided an overview of the successes of the third Smarter Cape Summit, work that is being done with the Barnstable County Cooperative Extension Service to establish "Pay-As-You-Throw" programs, the creation of the Strategic Information Office, and described regional priority projects and how they are ranked. Ms. Richardson said today the Commission is being asked to approve the CEDS Annual Report for conveyance to the U.S. Department of Commerce Economic Development Administration which is required to continue certification of the CEDS to receive funds.

Elizabeth Taylor thanked Ms. Richardson for her presentation and work on the CEDS Annual Report. She inquired about the process after the fifth year.

Leslie Richardson said the Commission is working on the five-year plan along with the five-year update. She said she is confident that it will be certified next June.

Jack McCormack moved to approve the CEDS Annual Report for conveyance to the U.S. Economic Development Administration. Austin Knight seconded the motion. The motion passed with a unanimous vote.

Chair John Harris thanked Ms. Richardson for her work on the CEDS Annual Report.

#### ■ AREA-Wide 208 WATER QUALITY MANAGEMENT PLAN UPDATE

Erin Jackson, Special Projects Coordinator at the Commission, with the use of PowerPoint slides provided an overview of the recent highlights and milestones for the 208 Water Quality Management Plan. She said the Commission has contracted with Offshoots Productive Landscapes, Inc. and Engagement Game Lab at Emerson College. They have also received proposals for technical assistance in the areas of engineering services, communications and outreach, facilitation, and web-based public education. She discussed the mission statement of the Advisory Board—Robert Churchill, Robert Lawton, Wendy Northcross, Sheila Vanderhoef, Virginia Valiela, and Robin Wilkins. She said the Advisory Board convened and met on June 18 and the Regulatory, Legal and Institutional Work Group—Cape Cod Commission, MassDEP, and U.S. EPA--convened and met on June 7. She described the tools and technology that will be used such as the game Community PlanIt to engage stakeholders and the public in the watershed planning process and played a video demonstrating how the game works. She said Game 1 would begin on July 22 and Game 2 would begin in September. She said registration is now open for Game 1 and it will run for three weeks. She outlined upcoming town meetings and stakeholder meetings; provided a tentative schedule for upcoming workshops; and explained the implementation of the watershed-based approach that would be done on a sub-regional area plan for the Upper Cape, Mid Cape, Lower Cape and Outer Cape and noted the sub-regional managers who would be overseeing the implementation in those areas. Ms. Jackson entertained questions from Commission members.

Elizabeth Taylor asked if information on the Community PlanIt game was available as she would like to send it to her town officials. She asked Ms. Jackson if her PowerPoint presentation would be on the Commission's website.

Erin Jackson said an informational page has just been developed and she would provide CCC members with that information. She said her presentation would be available on the Commission's website.

Chair John Harris asked if the four managers would be using the same process to collect information.

Erin Jackson said all the managers meet regularly. She said a template would be used by the four managers and Tom Cambareri, water resources program manager at the Commission, would be monitoring the process to ensure that all the managers are using the same process.

Chair John Harris said if something turns out to be critical would that information get to the CCC members. He asked what is expected before and after.

Erin Jackson said, yes, CCC members would be kept informed. She said through communication and outreach they would be identifying benchmarks that would let them know if they are engaging the right people.

Chair John Harris asked if the Commission would know how far they have advanced or if there are any failures.

Paul Niedzwiecki said the Commission has a tight timeframe. He said they will follow the timeline benchmarks that are tied to a calendar. He said the timeline has a checklist methodology that would enable them to evaluate that. He said it's a horizontal quality control measure. He said they need to finish in time to bring it to the Commission and then to the DEP and EPA. He said CCC members will be updated along the way. He said in July or August Tom Cambareri could update the Commission on the checklist.

Jack McCormack asked at what point would be good for CCC members to attend meetings.

Erin Jackson said right away at all meetings.

Joy Brookshire inquired about the purpose of the Community PlanIt game and who can play.

Erin Jackson said it's open to everyone. She said they are reaching out to libraries, schools, the Council on Aging, town halls, Chambers of Commerce and other organizations to help with the outreach on the information for the

Community PlanIt games. She said the game will help people learn more about the problem and they will have the ability to comment and provide information as well.

Chair John Harris inquired about the expectation of having about 500 people play the game and asked if they had a way of counting the number of people who are playing the game. He asked what happens if they run short on the number of people actually playing the game.

Erin Jackson said it would be monitored from the beginning and they would be doing additional outreach.

Paul Niedzwiecki said they are relying on the data from Emerson College and the Commission would ask them for help.

■ **OTHER BUSINESS**

Chair John Harris said this is his last meeting as Commission Chair. He said he is humbled to have been selected twice to serve as Chair and he has enjoyed working with members and staff in that capacity. He said the Commission has a lot of work ahead in regard to wastewater.

Jack McCormack, as incoming Chair, thanked Mr. Harris for serving as Commission Chair and said he has set the bar high.

A motion was made to adjourn at 3:55 p.m. The motion was seconded and voted unanimously.

Respectfully submitted,

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Richard Roy, Secretary

**LIST OF DOCUMENTS PRESENTED AT THE JUNE 20, 2013 COMMISSION MEETING**

- Handout material: June 20, 2013 Commission meeting agenda.
- Materials presented: PowerPoint slide presentation on the CEDS Annual Report prepared by the Cape Cod Commission.
- Materials presented: PowerPoint slide presentation on the Area-Wide 208 Water Quality Management Plan Update prepared by the Cape Cod Commission.